



Office Assistant I
\$1900 – \$2375 per month

Office Assistant II
\$2091 – \$2613 per month

About CPS HR Services

CPS Human Resource Services was created in 1935 as a state agency to improve efficiencies, provide cost-effective services, and advance quality personnel practices to its clients. Today, CPS operates under the same philosophy, but as a self-supporting public human resource management consulting organization headquartered in Sacramento, CA, with offices in Madison, Wisconsin, Washington, DC, Chicago, IL and Atlanta, GA. We have a core staff of over 100 employees. CPS offers a wide variety of personnel services are test development and administration, classification and compensation studies, executive recruitments, organizational development, strategic compensation design and implementation, human resource training, performance management, and workforce planning to over 1,200 clients in 46 states and Canada, including the federal government, cities, counties, school districts, colleges and universities, special districts, and non-profit organizations.

CPS strives for a workplace where everyone can experience purpose, dignity, and respect through the work we do and in the way we work together. We value a balance of client satisfaction, financial stability, and quality of work life while striving continuously to improve all three. More information on CPS can be found at <http://www.cps.ca.gov/>

The Positions

Office Assistant I and II will work in the Sacramento main office and will perform a variety of clerical tasks in support of a business unit including test development and administration, test rental, local government services, executive search and administration. The Office Assistant receives applications, enters applications and status information into databases, verifies accuracy of information; maintains recruitment files, and manipulates databases to create reports, letters, and related documents. Positions may require extensive sitting or standing, heavy typing, heavy phone contact and extensive customer service. The position may type reports and documents from draft, notes or files, and develop routine bulletins reports and correspondence. The work includes, but is not limited to, the following tasks:

- Accurately enter applicant information into database
- Update database and applicant file
- Verify accuracy of entries
- Maintain examination files
- Finalize correspondence, reports and other data
- Type and proof read correspondence, memoranda and reports
- Answer phones and respond to questions from clients and staff
- Open and distribute mail

- Perform other administrative duties as requested by the Senior Managers

Staff must be able to respond quickly and effectively to client demands. Consequently, to work well in this environment, the Office Assistant must be willing to:

- Work irregular hours when needed
- Quickly adjust to changing work demands
- Work on multiple tasks concurrently
- Work well independently with little direct oversight
- Work well in a team environment
- Communicate effectively on the phone and in person
- Enter information rapidly and accurately with excellent attention to detail

Qualifications

Desirable competencies include:

- Good organizational skills
- Good interpersonal skills
- Computer competency in the use of database applications, Excel, and Word
- Typing or data entry at speed necessary for timely and accurate completion of work (45 wpm net corrected desirable)
- Team skills
- Multitasking competencies
- Work accurately amid multiple interruptions
- Customer service skills

The ideal candidate is a self-starter, accurate and detail oriented with the ability to work independently, recognize deviations and seek direction. The initial appointment may be at either Office Assistant II or at Office Assistant I, with promotion to Office Assistant II based on successful performance at the Office Assistant I level and demonstrated ability to perform at the higher level.

Office Assistant I requires graduation from high school or a GED and six months of some clerical office experience or equivalent training. Office Assistant II requires graduation from high school or a GED and one year of journey level clerical office experience including extensive use of computers and applications, and extensive public contact and customer service. Any combination of education and experience that provides the desired competencies is qualifying. Candidates with strong experience and or training who lack the diploma/GED are encouraged to apply.

The candidate selected will have the following knowledge skills and abilities:

- Office work systems and procedures, including administrative systems, word processing, and computer applications
- Strong communication and language skills
- Basic secretarial skills
- Ability to perform a variety of clerical and administrative functions requiring the maintenance of strict confidentiality
- Ability to develop and maintain effective relationships with all levels of individuals
- Ability to enter information quickly and accurately
- Ability to proofread accurately and detect and correct errors
- Ability to work independently with little direction

Selection Process

Candidates must submit a detailed resume, including education with dates of any degrees conferred, and experience including positions held and dates and duties performed. The selection process will consist of an evaluation of education, training, and experience as presented on the resume; a written test; a performance test; an interview; or a combination of these.

Salary Information

The salary range for Office Assistant I is \$1900 - \$2375 per month. The salary range for Office Assistant II is \$2091 – \$2613 per month. Both positions have the potential for team-based and individual performance bonuses. This classification is subject to the provisions of the Fair Labor Standards Act, and eligible for overtime.

CPS also offers an attractive benefits package, including:

- Health and dental insurance.
- 16 personal leave days per year (vacation and incidental illness).
- 6 long-term sick leave days per year.
- 7 holidays plus 4 floating holidays.
- CalPERS Retirement.
- Life Insurance at 1x yearly salary.
- Access to employee paid deferred compensation plans.

To apply, submit a cover letter indicating the position you are interested in and a resume with salary history to:

ocaps@cps.ca.gov in RFT or Word format
Include the position title and your name in the subject line
by 5:00 pm, September 10th

CPS IS AN AT-WILL/EQUAL OPPORTUNITY EMPLOYER.